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ABSTRACT

A supplement to the active leisure learning student manual for Katimavik (the 9-month volunteer community service and experiential learning program for 17-21 year old Canadians) provides in greater detail the procedure for preparing and implementing the Outdoor Wilderness Trip. Sections presented are definition of terms, national training, development of out-trip/activity skills, and out-trip trimester. Ten appendices contain information on performance standards and equipment; out-trip limitations and guidelines; preliminary definition of trip; detailed description of out-trip; identification of potential out-trip leader/guides; selection of leader/guide for out-trip; standards and evaluation criteria for first aid rescue; use of out-trip leader/guides; out-trip log; day excursion/overnight-trip; and an approval form for an out-trip. (ERB)

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KATIMAVIK OUT-TRIP PROTOCOL

Learning Programs Department

July 1984

RC014892

INTRODUCTION

There is little which is more dynamic and stimulating than the outdoors. The out-trip, an integral part of a participant's Katimavik experience, provides an excellent opportunity to reflect and integrate skills and knowlege.

Preparing and drying food, physical and skill training, planning, the use of safety skills, and the capacity to work and play as a group, caring for and supporting each other is something which makes the out-trip a long-remembered event.

Yet the very dimensions which make the outdoors so exciting also make it imperative to plan carefully in order to maximize the rewards, and reduce, as much as possible, hazardous factors. Planning and training must precede all activities, regardless of their apparent innocence. With the use of appropriate guidelines, out-trips can be undertaken with appropriate assessment and respect for the outdoors.

Katimavik will take all reasonable steps, in consultation with sponsors and other associates, to assure the physical safety of all participants both on work sites and other programs sites and activities in all parts of Canada. Challenge can and should take place without undue risk, and it is in this context that the following protocol has been designed.

There is a difficult question of balance implied in this protocol between the desire for Katimavik, as an organization, to reduce, as much as possible, the hazards to which participants are exposed, and the need to allow the challenge of out-trips to be experienced and met. It is, therefore, the responsibility of the Group Leader, in consultation with the District Co-ordinator, who will sign-off the protocol (see sign-off sheet Appendix J) to determine whether the out-trip is appropriate relative to the available certification. Should the required level of expertise, for

reasons of either expense or accreditation, be unavailable for an out-trip demanding some technical skill, that out-trip should be down scaled so that the expertise available is appropriate to the required difficulty-grade. This, of course, will require a certain degree of judgement on the part of Group Leaders and Co-ordinators. This protocol is intended to provide direction so as to contribute to such judgements' being realistic and responsible.

OUT-TRIP PROTOCOL

PART ONE: DEFINITION OF TERMS

Out-trip:

A 4 - day excursion undertaken by Katimavik participants, their Group Leader and an out-trip Leader/Guide. No out-trip shall remove participants from sponsor work projects for more than 2 working days.

Leader/Guide:

An individual who meets or exceeds all of the criteria necessary to assess and instruct participants on the out-trip and in appropriate skills, and guide participants over a designated terrain.

Guide;

An individual who has the responsibility for safely guiding participants over a designated terrain, but is not expected to provide instruction.

Leader:

An individual who meets all of the criteria necessary to assess and instruct participants on the out-trip and in appropriate skills.

Day excursion/overnight trip:

A day excursion or overnight trip using third party facilities which takes place in a recognized supervised area, lasts no more than 48 hours, does not detract from work project time, utilizes the current fitness and skill level of participants and is consistent with the protocol for day excursions/overnight trips outlined in Appendix I.

PART TWO: NATIONAL TRAINING

The following should be covered by Group Leaders at National Training:

1. Trimester for out-trip to be confirmed, taking into consideration:
   a) availability of out-trip leader/guides, (it will be important for you, as Group Leaders, to check out Provincial Associations, etc. upon your return to your projects to begin to determine what possibilities are available re leader/guide support)
   b) season and probable weather conditions
   c) list of assumptions concerning i) group maturity
      ii) budget
      iii) fitness/skill level of participants, and
      iv) possible out-trip options so the potential for a worthwhile and challenging out-trip is high.
2. Application of protocol in a practical case study to be reviewed by trainer.
3. Demonstrated knowledge of protocol procedures, and recognition of successful and unsuccessful use of same.
4. Demonstrated understanding of the role and responsibilities of out-trip leader/guide, Group Leader and participants in planning, design and implementation of a day excursion/overnight and/or 4 - day out-trip, as per this protocol.

PART THREE: DEVELOPMENT OF OUT-TRIP/ACTIVITY SKILLS

1. In the first trimester, each participant (and Group Leader if not already taken at a previous time) must take a basic First Aid course, conducted by either the Canadian Red Cross or St. John's Ambulance, or equivalent.

2. In the first trimester, participants will be told the minimum participant prerequisites for participation on out-trips so anyone who falls short of the required minimum standards has enough time to learn new skills. This also makes it very clear that there are minimums which must be reached by all participants and that these standards are an important and necessary part of out-trip safety.
   Reference: Appendix A

3. To the extent possible, and with the knowledge of the other trimester Group Leaders, out-trip leader/guides who are readily available should be used in trimesters other than the one in which the out-trip takes place to teach wilderness skills, particularly those related to safety, navigation and survival.

4. An assessment of participant skill inventory and fitness levels at the beginning and end of each trimester will help establish individual and group participation standards and give participants a realistic view of their ability to participate in any specific out-trip.
   Reference: Participants Manual

PART FOUR: OUT-TRIP TRIMESTER

1. Within first 2 - 3 weeks of out-trip trimester, the Group Leader will:
   - Outline responsibilities of group and Active Leisure Committee (or equivalent), Group Leader and out-trip leader/guide.
   - Outline limitations (duration, locale, etc.) within which out-trip must be organized.
   - Outline out-trip protocol, including participant prerequisites.
   - Participants fill in preliminary out-trip description.

   Reference: Appendix B & C.

2. Detailed description of proposed out-trip completed 8 weeks before trip.

   Reference: Appendix D.

3. Identification of potential out-trip leader/guides completed 7 weeks before trip.

   Reference: Appendix E.

4. Selection of out-trip leader (and alternate) and detailed out-trip plan completed and ratified by District Co-ordinator completed 6 weeks before out-trip.

   Reference: Appendix D, F & J

5. Screening/testing/evaluation of proposed trip (as described) and participants (fitness/skill level) by Group Leader and/or out-trip leader/guide completed 5 weeks before out-trip.

6. Implementation of preparation phase of out-trip:
   - use of out-trip leader/guide defined
   - equipment
   - food
   - training and skill development (eg. erecting tents, map & compass, wilderness skills, etc.)

- completion of mandatory overnight out-trip rehearsal (see section on day trips & overnight)
- emergency procedures
- screening of route
- survival preparation information received and used in completion of detailed out-trip description.
  Reference: Appendix A, B & C.

7. Final review and screening by out-trip leader/guide and implementation of any modification due to environmental conditions, and/or condition of participants and Group Leader.

8. Final preparation check list completed.

9. Trip log completed as required and submitted to District Co-ordinator.
   Reference: Appendix H.

10. Debriefing of trip with participants and out-trip leader/guide completed.

11. Recommendations for future trips submitted to District Co-ordinator with a summary to be referred to the National Learning Programs Manager, when appropriate, for use at National Training and in the development of Learning Programs.

APPENDIX A PERFORMANCE STANDARDS AND EQUIPMENT

Minimum participant performance for an out-trip

1. **SAFETY:**

   CURRENT Basic First Aid Certificate
   "Basic First Aid" is a skill that can be gained by participants through participation in any of the recognized first aid courses that are given on an introductory basis across Canada. Basic first aid skills can be acquired individually or as part of group sessions. (From the point of view of responsibility for first aid treatment as a leader/guide, however, that individual must have first aid certification, acquired individually, at the appropriate levels).

2. **SWIMMING & ALL WATER RELATED ACTIVITIES:**

   Demonstrated ability to swim 50 yards (45.5 metres).
   (Intermediate Red Cross preferred).

3. **CANOEING:**

   i) Be familiar with use and care of equipment. **(life jacket used at all times.)**
   ii) Be familiar with features of canoe and paddle.
   iii) Canoe launching technique.
   iv) Portage technique.
   v) Positioning of a canoe.
   vi) Paddling technique.
   vii) Strokes ("J" Stroke; Backsweep-Stern; Backsweep-Bow; Frontsweep-Stern).

4. **CROSS-COUNTRY SKIING & SKI TOURING:**

   i) Familiar with use, care and fitting of all associated equipment.
   ii) Cross-country waxing and/or waxless skis.

iii) Basic lateral moves (with back pack). Walking step; star turn; fall and rise; forward shuffle; diagonal stride with poles.

iv) Uphill technique (with pack). Kick turn; diagonal traverse; herring-bone.

v) Downhill technique (with pack). Straight running; snow plow, snow plow turns, snow plow stopping.

5. **FOOD:**

i) preparation and planning
ii) role of snacking
iii) hydration (water supply)
iv) emergency/additional rations for one extra day

6. **NAVIGATION:**

i) Use of topographical map (location, scale, magnetic declination, True North, Legend).
ii) Orienting the map.
iii) Compass use with map and following a bearing.
iv) Triangulation.
v) Detouring around obstacles.
vi) Map reading and route selection.

7. **SURVIVAL:**

i) Preparation for prevention.
Planning and filing a route plan.
Weather conditions (recorded mean and temperature range, precipitation wind force recorded range).
ii) Assessment of condition and ability of group (pre-trip trial, required medicals, food requirements).
iii) Knowledge of psychological aspects of survival.
iv) Group behaviours in survival.
v) Logistics of survival.
a) equipment
b) techniques to maintain body temperature

c) survival shelters

d) monitoring of exposure (hypothermia, frostbite)

e) ground to air communication

EQUIPMENT: --- Basic Considerations

I. Group Equipment

a) emergency equipment

Rescue Pack - rope (200 m), foam pads, nylon body bag, slings, extra clothing and additional equipment as required by season and terrain.

b) recognized First Aid wilderness kit

c) flash light

d) flare gun or emergency signalling

e) other equipment: canoes (or skis), tents, stoves, fuel bottles, climbing ropes.

II. Personal Equipment

a) backpack

b) sleeping bag

c) sleeping pad

d) boots

e) rainwear, spare clothing, sweater, gloves, flashlight, compass, toilet articles, sunglasses, plastic water container, extra stockings, spare batteries, eating utensils. Other items and clothing will vary with season of out-trip.

APPENDIX B OUT-TRIP LIMITATIONS AND GUIDELINES

The following guidelines are designed to help participants and Group Leaders define the limitations of an out-trip.

1. The out-trip **must** last no more than **4 days.**
2. The out-trip **must** progress at a rate **equal** to the speed of the slowest participant.
3. The out-trip **must** follow all safety procedures and protocols.
4. Participants **must** agree to postpone or cancel the out-trip if, in the professional opinion of the out-trip leader/guide there is a valid reason (ie. weather conditions, participant safety) for doing so.
5. At **no** time is a Group Leader to act as leader/guide for his/her own group. This action not only counters the 6:1 leader:participant ratio, but puts the Group Leader in the compromising position of having to be both Group Leader and leader/guide. During the out-trip, the Group Leader acts as a facilitator, supervisor and provides support for the out-trip leader/guide.
6. **SOLOS:** This protocol has been designed because Katimavik recognizes the challenge associated with outdoor activities. Katimavik also recognizes the standards set by outdoor, aquatic and safety organizations in Canada. Therefore, during solos, any one participant **must** be within **visual sight** of a designated **"buddy"**, and both must be within hearing distance (whistles may be used) of the out-trip leader/guide at **all** times.
7. **Skill level of Participants. No** out-trip should exceed the skill limits of any participant. In the spirit of Katimavik, and in the interests of safety, those with more skill should be encouraged to share that skill with others.
8. **Use of Group Leaders and District Group Leaders as out-trip leader/guide.** Those who have met all of the necessary prerequisites may apply to be an out-trip leader/guide (subject to limitations #5).

9. **Urban out-trips.** All of the skills mentioned in this protocol can be applied to an urban out-trip. There are special precautions which may have to be taken, but all of the precedures apply and participants are encouraged to make appropriate use of their environment.

10. **Budget.** Group Leaders who are able to demonstrate that the nearest out-trip leader/guide to their project or out-trip site has to incur excessive transportation costs, will be able to apply to Regional Office for an out-trip leader/guide transportation allowance, following prior consultation with their District Co-ordinator.

APPENDIX C PRELIMINARY DEFINITION OF TRIP

a) Season _____

b) Primary topography (snow, water, land, mountain) _____

c) Primary means of transportation (feet, canoe, ski, snowshoe) _____

d) Participant prerequisites (Appendix A)

i) First Aid

ii) Survival Skills

iii) Rescue Skills

iv) Navigation

v) Sport Skills (skiing, canoeing, swimming)

e) Trip objectives (major activities before, during and after out-trip)

_____

_____

_____

_____

f) Duration (days) _____

g) Number of leader/guides (must have 6:1 leader:participant ratio, Group Leader can contribute to this ratio) _____

h) Number of participants _____

i) Experience of participants at this point in time (2 to 3 weeks from the beginning of the out-trip trimester) in relation to proposed trip. This experience review of each participant will help to establish realistic goals for the out-trip. All the necessary skill development and conditioning will have to take place within the next **6 weeks.**

	NUMBER OF PARTICIPANTS
LITTLE EXPERIENCE/POOR PHYSICAL SHAPE	_____
LITTLE EXPERIENCE/GOOD PHYSICAL SHAPE	_____
SOME EXPERIENCE/POOR PHYSICAL SHAPE	_____
SOME EXPERIENCE/GOOD PHYSICAL SHAPE	_____
A LOT OF EXPERIENCE/POOR SHAPE	_____
A LOT OF EXPERIENCE/GOOD SHAPE	_____
TOTAL NUMBER OF PARTICIPANTS:	_____

Before the search for an appropriate leader begins, the above information **must** be completed by the Group Leader and participants by **consensus.**

APPENDIX D DETAILED DESCRIPTION OF OUT-TRIP

(to be submicted to District Co-ordinator along with out-trip leader/guide selection information [Appendix F] and sign-off form [Appendix J] for ratification)

Preliminary description of out-trip information (Appendix C) plus the following:

1. Any appropriate medical considerations (allergies, medication).
2. Map with outline of reconnoitered route of proposed out-trip.
3. Confirmed completion of participant prerequisites.
4. Assessment of factors associated with route and critical areas marked on the map. Assessment of outside factors (hunters, movement of bears, etc.)
5. Predicted weather/trail conditions based on data received from meteorology department, and ministry responsible for environment/natural resources, or other appropriate source.
6. Details of preparation plans.
7. Independent assessment of condition and ability of group on separate pages submitted by Group Leader and out-trip leader/guides.
8. Parts 1 - 6 confirmed by each participant.

APPENDIX E IDENTIFICATION OF POTENTIAL OUT-TRIP LEADER/GUIDES

It is important to recognize that this identification process is designed to provide Group Leaders and Participants with the best pool of potential candidates. Identification of potential leaders should **NOT** be confused with the criteria for selecting a leader/guide.

STEP ONE: Contact the **provincial association** responsible for certifying out-trip leader/guides related to the nature of your out-trip.

In some provinces there are provincial associations for a very specific discipline, like rock climbing. In others, an umbrella organization may co-ordinate outdoor activities or a related association may provide a list of certified leader/guides.

Here is a partial list of out-trip activities and related associations which would be responsible for certifying leader/guides.

ACTIVITY	RELATIED ASSOCIATIONS
Rock Climbing	Rock Climbing Associations Ski Tour Association
Winter Camping	Ski Tour Association Rock Climbing Association Mountain Guide Association
Canoe Trip	Canoe Association Camping Association
Hiking	Ski Tour Association Camping Association Wilderness Guide Association. Red Cross/St. John's Ambulance

NOTE: A detailed list of resource contacts is contained in another document titled "Out-Trip Sources of Resources"

The onus is on the resource person contacted to prove that he/she has met or exceeded the qualifications demanded for provincial tour leader certification.

Whenever possible, more than one out-trip leader/guide should be contacted and screened for selection as a wilderness resource person for the following reasons:

a) more than one resource person may be required

b) emergencies may require a substitute leader

c) **TECHNICAL QUALIFICATIONS SHOULD BE MATCHED WITH LEADERSHIP SKILL AND EXPERIENCE**

d) screening applicants gives participants important exposure to the selection process from an employer perspective.

APPENDIX F SELECTION OF LEADER/GUIDE FOR OUT-TRIP

MINIMUM STANDARDS FOR OUT-TRIP LEADER/GUIDES

All of the following criteria must be met:

SAFETY CERTIFICATION

1. First Aid - Proof of current Wilderness First Aid Certificate or equivalent or Emergency Medical Technician Certificate ratified by St. John's Ambulance or Canadian Red Cross (see attached Wilderness First Aid and Rescue Criteria for more information on what is implied by such certification).
2. CPR (current) as ratified by Provincial Heart Association.
3. Survival/Navigation experience as ratified by Wilderness First Aid Certificate, tour leader certification, verifiable experience in winter camping, shelter building, map and compass instruction.
4. Current Bronze Medallion if out-trip is water based.

TECHNICAL CERTIFICATION

The nature of the out-trip will dictate which of the following is most appropriate.

1. Canoeing - Canoe Tripping Certification Level 2 or 3 and verified by Provincial Canoe Association.
2. Cross-country - level 1 or 2 tour leader (Provincial Ski/Mountain Guided Association), 20 - nights winter camping, verifiable guiding experience (Log Book or references).
3. Hiking - cross-country tour/leader with verifiable summer guiding experience with groups (at least four 10 - day plus trips).
4. Etc.

EXPERIENCE

Interview, review of trip log book and verification by references of:

1. Total number of trips conducted in leadership capacity _____

2. Total number of trips in same season as proposed trip _____

3. Total number of years of Leadership experience _____

4. Number of trips with participants of similar age, physical abilities _____

5. Number of trips conducted over similar terrain and for the same or longer duration (4 days) as proposed trip _____

6. Number of times they have assessed skill and physical/mental readiness of a group to finish a proposed trip _____

7. List of activities/skills taught during a wilderness trip _____

_____

_____

_____

This information is compared to the criteria established by leadership certification programs and the nature of the proposed trip. It provides a basis for comparing the experience of several potential tour leaders.

VERIFICATION OF REFERENCES

Two or three references independent of Katimavik should be provided by potential tour leaders and followed-up by the participant responsible for same. Referees should be told about the nature of the trip and asked if they would recommend the candidate as a leader.

INDEPENDENT REVIEW

Once a wilderness leader has been selected by the Group Leader and participants, he/she **MUST** be confirmed by the District Co-ordinator. This is to assure that all criteria have been met. The documentation submitted for approval must be "signed-off" (Appendix J).

THE CANADIAN RED CROSS SOCIETY

WILDERNESS FIRST AID AND RESCUE COURSE

STANDARDS AND EVALUATION CRITERIA

1. **Course Specifics:**

Time Frame:	Minimum 40 hours 20 hours - First Aid 20 hours - Wilderness Rescue & Evacuation
Taught By;	current Red Cross Wilderness First Aid and Rescue Instructor
Certification Valid:	3 years
Certification Recognition:	Letter of Certification

2. **Evaluation Criteria:**

20% practical
20% theoretical
60% continuous evaluation

The candidate must achieve a **minimum of 75%** in each section with an overall 75% to be successful.

Both 20 hour components (First Aid and Wilderness Rescue Evacuation) will use the three phase Evaluation Criteria.

3. **First Aid:**

60% Continuous Evaluation. The Instructor will use the following interpersonal criteria to evaluate the participant:

Personal Organization
Group Attitude
Ability to Lead
Improvisational Skills
Judgement
Crisis Response

STANDARDS & EVALUATION CRITERIA

Delegation Ability
Knowledge of Presentation
Enthusiastic Attitude
Sensitivity to Group Needs
Ability to Control Situation

20% Practical Knowledge.

Priorities: Breathing (airway)
Bleeding
Shock
Poison
Loss of Consciousness

Secondary Assessment: Head Injuries
Diabetes
Epilepsy
Bone & Joint Injuries
Fractures
Wounds
Injuries Due to Heat & Cold (Hypothermia)
Heart Attack
Spinal Injuries
Animal Bites
Insect & Anaphylactic Reactions
High Fever

20% Theoretical Knowledge.
Must know the theory of all practical applications
PLUS: a) contents of a proper Wilderness First Aid Kit
b) knowlege and function of skeletal and respiratory systems
c) knowledge and function of the Glasgow Coma Scale

STANDARDS & EVALUATION CRITERIA

METHODS OF EVALUATION

Theory Tests - written evaluations of the Instructors' choice will be utilized using the contents from the practical and theoretical components of the course. Preferred styles are multiple choice and short answers. Tests will be given throughout the course.

FIRST AID

20% Practical Evaluation - shall be divided into two pass/fail simulation exercises, one minor or 10 - 15 minute duration involving one or two people, and one major of at least three hours duration, involving several candidates at at time or the entire group. The major simulation may or may not be done in conjunction with the major Rescue and Evacuation simulation. Regardless, it is marked independently. Both simulations are on a pass/fail basis.

Minor Simulation

Time Frame: 10 - 15 minutes

Examples:
broken ankle - climbing
head injury - kayaking
hypothermia - cross-country skiing
frostbite - ice climbing
burn - camp fire
heat exhaustion - hiking
major cut - axe-chopping wood

Major Simulation

NOTE: See written simulation examples from core Instructors' notes.

STANDARDS & EVALUATION CRITERIA

Notes on major First Aid Practical Simulation: The purpose of the major simulation is to view the candidates' individual and group performance in areas related to priority one or major injuries, e.g. spinal, compound fractures, bleeding, non-breathing, casualty, or other "traumatic injury".

Practical Simulation Evaluation Criteria

NOTE: Assess each on pass/fail basis.

Assessment
Diagnosis
Taking Control
Practical Application of First Aid procedures
Description of Transportation as necessary
Preparation for Evacuation
Evacuation Process.

NOTE; The major simulation is a group experience, a chance to see both individual and group interaction, a learning exprerience. It should include feedback and a debriefing when it is concluded.

Further Notes, Guidelines, Major Simulation

- use of realistic teaching aids is encouraged eg. simulated blood, simulated injuries, multiple casualties and injuries.

Time Frame: 3 hours **minimum** from start to finish (could be longer if included in evacuation major simulation criteria)

RESCUE & EVACUATION EVALUATION CRITERIA

As in the First Aid component, the Rescue and Evacuation is a **20 hour** segment that has a separate **three** phase evaluation process divided: **60%** continuous evaluation, **20%** theory test, **20%** practical. An explanation

STANDARDS & EVALUATION CRITERIA

and breakdown of each component and evaluation process will be listed:

60% continuous evaluation - **minimum 75%** in each - pass/fail

1. **Interpersonal component**

2. **Practical Knowledge**

   Basic camping skills, i.e. map and compass, shelter building, campsite selection, fires and stoves.

   Knots

   Bowline
   Figure of 8, bight, overhand
   Fisherman's double and single
   Webbing knot
   Fabrication of two piece harness
   (ALL KNOTS MUST BE TIED CORRECTLY)

   Improvised Litters

   e.g. Pack Frame
   Anorak
   Skis
   Rope Litter

   Use of a Rope (must know how to):

   Belay - classical Method
   Simple Anchor - Belayer Chair (must be bomb proof)
   Simple 2:1 Pulley Hoist System
   Handrail Rope System
   Stream Crossing Method
   Throwbags - lines for whitewater

STANDARDS & EVALUATION CRITERIA

Carrys - Split Rope

Pack

2 person - hands

Figure of 8 webbing

2 person, ski poles, etc.

Search Demo one of the following:

Hasty

Perimeter

Grid

3. **Theoretical**

Knowledge of Rescue Equipment to include:

Rope

Webbins

Pulley

Figure of 8 Desender

Carabiener

Ascender

Lighting

Strokes or other litter

Whitewater throwbag or line

Knowledge of Rescue Techniques (Advanced)

Technical lowering (strokes) vertical

Lowering a body on belay

Hoisting a body on belay

Classical and Figure 8 Rappel

Various belay methods, stitch

Plus the knowledge of the application of these to various outdoor disciplines.

STANDARDS & EVALUATION CRITERIA

Communication Systems

Radios, signals, smoke, flares.

International Distress Signals

Do and **Do Nots** of Helicopter Rescue Ground Conduct.

Knowledge of Regional Differences, with an overview of Rescue and Evacuation Organizations in Canada - both negative and positive.

An awareness of legalities - overview of logs, notes, documentation and the legal implications of First Aid.

Rescue and Evacuation

20% Theory Evaluation - must have **75%** on a multiple choice theory test drawn up from the practical and theory guidelines in the **60%** continuous evaluation module.

APPENDIX G USE OF OUT-TRIP LEADER/GUIDES

1. To teach wilderness skills. (eg. drying of food; shelters, canoeing, skiing, swimming, wilderness first aid, map and compass, equipment preparation, care and repair, rescue and evacuation techniques, etc.)
2. To assess skill and physical condition of participants **6 weeks** prior to the out-trip (when possible).
3. To assess the objectives of the wilderness trip and preparation techniques and to assist in the design of the trip within the guidelines provided by the group.
4. To assume responsibility for the safety and well-being of all participants, including out-trip communication points, emergency considerations submitted to authorities including park, police and Katimavik.
5. To guide and teach participants before the out-trip, particularly with respect to the rehearsal overnight trip (when possible), and the development of any necessary wilderness skills and during the out-trip in conjunction with the Group Leader and participants.
6. To take any action necessary to assure the safety of all participants, including the monitoring of stress, equipment and skill.
7. To fill in and teach participants how to keep a trip log book which is to be "signed-off" each day by the Group Leader.
8. To submit a certified copy of the trip log to Katimavik.
9. To follow-up the trip with a debriefing session with participants.
10. To make recommendations for future trips.

APPENDIX H OUT-TRIP LOG

A log is a bound book which acts as an official record of all events which take place during an out-trip. It must be completed by the out-trip leader/guide daily, and "signed-off" by the Group Leader. Following the out-trip, a certified copy must be sent to the District Co-ordinator.

The Book contains the following information:

1. weather
2. temperature
3. snow conditions (type and depth)
   water conditions (temperature and depth of waves)
4. topography
   - route map
   - drawing of route
   - outline of major points of interest and stop-overs
     indication of where technical problems may arise
5. participants
   - names
   - relevant medical information
   - physical limitations
   - group history
6. Group Leader
   - name
   - contact number/address
7. Emergency contacts and people with whom the trip plan, including information contained in parts 3 - 6 have been filed.
8. Unusual incidents, including description of event, remedy applied, etc.

APPENDIX I DAY EXCURSION/OVERNIGHT-TRIP

It is the purpose of this protocol for day excursions and overnight-trips to **maximize** safety while making the process as thorough and simple as possible.

In most cases the Group Leader must judge whether the activity puts the **participants at risk.** Any activity which replicates a proposed out-trip in terms of isolation, skill requirements etc. must use the out-trip protocol. Rehearsal overnight-trips should take place in well supervised public areas (see below) or close to the participants residence (eg. camping in back yard).

Protocol for day excursion or overnight-trip:

1. The day trip or overnight-trip will **not** be more than **2 days.**
2. It will **not** detract from work time or a person's projects.
3. Area should be checked by a recognized official at least **once** during a **24 hour** period (eg. park supervisor, ski patrol, police).
4. Group should register its existence and plans with the appropriate authorities to:
   a) establish a communication channel for the group as a whole as well as individual participants.
   b) review terrain and make appropriate adjustments to accommodate skill level and condition of the group.
5. At least **2** participants should have basic first aid certification (ratio 1:6).
6. Area of activity should have a public access (park, ski hill) and **NOT** be isolated unless an out-trip leader/guide (**not** just Group Leader) is present.

These excursions should try to incorporate as much of the out-trip protocol as is realistically possible.

APPENDIX J SIGN-OFF

APPROVAL FORM FOR OUT-TRIP

To be submitted to District Co-ordinator at least 6 weeks prior to date of out-trip.

A. GENERAL INFORMATION

Name of Project _____ Name of Group Leader _____

Name of Participants going on out-trip

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Date of out-trip: Departure _____ Return: _____

Concise Description of out-trip _____

_____

_____

_____

B. SKILLS OF PARTICIPANTS/PREPARATION OF PARTICIPANTS FOR OUT-TRIP

See Appendix "A" of Out-trip Protocol to ensure that all requirements are met. Describe any relevant workshops all participants have done to prepare for out-trip.

DESCRIPTION	DATE	INSTRUCTOR

Comments: _____

_____

_____

C. DESCRIPTION OF OUT-TRIP

Attach completed Appendices "C" & "D" of Out-trip Protocol.

D. SELECTION OF OUT-TRIP LEADER/GUIDE

Attach completed Appendix "F" "experience" section of "references" of Out-trip Protocol plus photocopies of any relevant certificates of the Leader/Guide.

E. NO LEADER/GUIDE

If you are not using a Leader/Guide, please explain why. _____

_____

_____

_____

F. BUDGET OUTLINE

Transportation	$_____
Leader/Guide Fees	$_____
Accommodation	$_____
Equipment Rental	$_____
	$_____
	$_____
	$_____
Other Expenses	$_____
	$_____
	$_____
TOTAL BUDGET	$_____

Proposal Prepared By: _____ Date: _____

_____

_____

Verified By Group Leader: _____ Date: _____

Approved By Distict Co-ordiantor: _____ Date: _____

Additional Comments: _____

_____

_____

_____

_____

_____